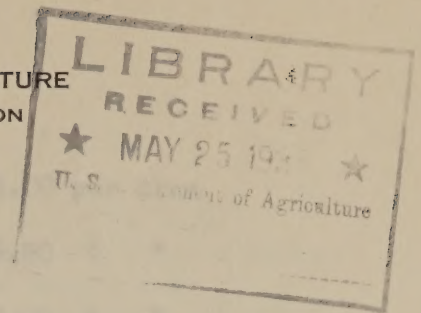


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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D.C.



Field Budget Circular No. 1
Southern Division

Re: Budget, Payment Temporary Field Expenses,
Administration of the Agricultural Conser-
vation Program in the Southern Region.

Field expenses incurred in the administration of the Soil Conservation and Domestic Allotment Act, in your State, will for the present be paid direct from Washington. For this purpose a general letter of authorization will be issued you to cover the necessary authority to incur expense involved in per diem employments, travel and other miscellaneous items for the period March 20, 1936 to June 30, 1936. This authorization will be issued by the Agricultural Adjustment Administration direct to you as Director of Extension and will provide the following authority:

I. Per diem employments.

- (a) State Committeemen at rate of \$10.56 per diem (E.O.-13)
- (b) County Committeemen at a rate of \$4.00 per diem (E.O.-5) unless otherwise authorized.
- (c) Community Committeemen at the rate of \$3.00 per diem (E.O.-3) unless otherwise authorized.
- (d) Clerical Assistants in State office and county offices at following designation and rates --

<u>GRADE</u>	<u>DESIGNATION</u>	<u>RATE</u>
E.O.-7	Principal Clerks	\$5.00 per diem
E.O.-6	Senior Clerks	4.50 " "

E.O.-5	Clerks	\$4.00 per diem
E.O.-4	Asst. Clerk, Sr. Stenographers, and computing machine operators	3.50 " "
E.O.-3	Jr. Clerks, Stenographers, and Sr. Typists	3.00 " "
E.O.-2	Jr. Typists and under clerks	2.50 " "
E.O.-2	Typists	2.00 " "

IMPORTANT: Be very careful to use the designation title on the Temporary Service Certificate that corresponds with the rate of pay established for each employee, which in the State office shall not be in excess of the prevailing rate of pay for similar service in the Extension Service, and in the county office shall not be in excess of the prevailing local rate of pay for similar service.

II. Travel of per diem employees. Your letter of authorization will provide authority under which you may authorize per diem employees, other than clerical assistants, to incur expense in connection with travel necessary in the performance of official duties and to submit on properly approved vouchers claims for reimbursement for expenses incurred in such travel, including subsistence, under the following restrictions:

State committeemen may be authorized to travel from their headquarters to the State College or to the city in which the State Conservation Office is located (which will be considered their temporary headquarters) and return to their official headquarters and may submit a claim for reimbursement for railroad fare or equivalent of the same, but no allowance for subsistence may be claimed for the time spent at temporary headquarters on such trips. If and when travel of State committeemen is necessary to perform official duties at points in the State other than their permanent or temporary headquarters, they may claim **reimbursement for railroad fare or the equivalent thereof and per diem in lieu of subsistence at the rate of \$4.00 per day.**

County committeemen may be authorized to incur expense for travel in connection with official duties outside the county in which their headquarters is located and claim reimbursement for the actual cost of railroad fare or its equivalent and per diem in lieu of subsistence at the rate of \$4.00 per day.

All claims for reimbursement for travel expense incurred in connection with this authority should be submitted on voucher No. 1012, accompanied by your original signed letter to the committeeman, authorizing said travel and the voucher, form No. 1012, should show the number of your letter of authorization under authority of which the expense has been incurred.

III. Miscellaneous expenses. The authority for incurring miscellaneous expenses will include costs of telegrams and long distance tolls, purchase of minor supplies such as mimeograph paper, ink, stationery, etc., parcel and other essential postage, and such other minor expenses as may be necessary in the successful conduct of the work.

While your letter of authorization will include authority to purchase minor supplies in accordance with Government regulations, it is desired that this authority be used only in emergency and when time will not permit shipment to be made from Washington. It is expected the Agricultural Adjustment Administration will supply you upon request with the supplies needed to carry on this work.

IV. Formal appointments. Formal appointments will be given to farmer members of the State committee, to the Administrative Officer in charge of the State office, to the Executive Secretary of the State committee, to County Assistants in Conservation, and to a limited number of clerical assistants, where it appears that the service of such clerical assistants will be required on a full time basis. In order to clear these appointments it will be necessary to submit a Personal Data Memorandum, form No. AAA-83, a supply of which will be furnished you under separate cover. State committeemen will be paid on a per diem basis at the rate of \$10.56 per diem when actually employed, and the Service Certificate, form No. AAA-239, must show the days of the month on which service was performed.

The Administrative Officer in charge of the State office, the Executive Secretary of the State committee, and county assistants will be on an annual basis. The salary to be paid each appointee shall be recommended by you, but will be determined by the Director of the Regional Division of the Agricultural Adjustment Administration after due consideration of your recommendation, the qualifications and experience of the person recommended for appointment, and the responsibilities involved in the position to be filled.

V. Travel of formal appointees. Travel authority will be issued by this office to formal appointees upon your recommendation, accompanied by an explanation of the necessity of the travel. This authorization will provide for reimbursement for the actual expense involved for railroad fare or its equivalent, and an allowance of \$4.00 per diem for subsistence. Their authorization will also provide that all vouchers for reimbursement must be accompanied by a specific request from you authorizing the travel.

VI. Freight and express. Government bills of lading furnished from Washington must be used on all shipments of freight or express in accordance with Government regulations.

VII. Telephone service. If telephone service is not otherwise available, telephones may be installed under contract on standard form No. 40.

VIII. Rental of office space and equipment. All rental of office space involving a contract amounting to more than \$50.00 per year on a 12-month basis must be arranged in accordance with Government regulations concerning rental of property. Before making any contracts involving obligations in excess of \$50.00 for such rentals the matter should be taken up with the Washington office and no rented space can be occupied until proper authority is granted by the Agricultural Adjustment Administration. Rental of equipment should be handled through the Property and Supplies Division of the Agricultural Adjustment Administration in order that advantage may be taken of existing Government contracts.

IX. Purchase of equipment. County and State offices may require some equipment in addition to that already available. In such cases a request for purchase should be submitted to the Washington office for consideration.

X. Certification of salaries and expenses. There is being forwarded to you, under separate cover, a supply of Temporary Service Certificates, form No. AAA-22 (white), which should be used in certifying salaries of all persons employed on a per diem basis, and submitted monthly, coded by States and counties. These Temporary Service Certificates, when certified by you, as well as all other voucher forms for expenses incurred under your letter of authorization, should be forwarded directly to the office of the Director of the Southern Regional Division.

Claims for reimbursement for miscellaneous items of expense as authorized will be made on voucher No. 1034, supported by necessary receipts and properly certified by "Payee" and by you. Checks in payment of salaries will be mailed from the Treasury Department to your office for distribution to employees. Checks for reimbursement of other expense will be mailed direct to the payee at the address shown on the face of each voucher.

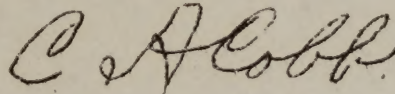
XI. State office and county budgets. In view of the limited funds available for payment of field administrative expenses it will be necessary to operate on a basis of county and State office budgets. It is, therefore, suggested that not over 60 percent of the funds made available in your letter of authorization be allotted to the counties and that 40 percent be held in reserve for use in the State office and for readjustment of allotments to counties as the work progresses and the requirements of the individual counties can more accurately be determined.

The allotment to your State, for which a letter of authorization

is to be issued to you, will be \$_____.

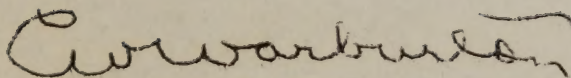
IMPORTANT: No expenses other than those indicated above may be incurred. If there are other items of expense necessary in handling the program, the matter should be taken up with the Washington office before any obligations not herein authorized are incurred.

Very truly yours,



C. A. Cobb,
Regional Director, Southern Division.

Concurred in:-



C. W. Warburton,
Director of Extension Work.

